

POLICY

It is the policy of the Michigan Department of Human Services Bureau of Juvenile Justice (BJJ) that facilities take reasonable measures to prevent assaults on staff.

PURPOSE

This policy ensures staff safety through prevention and appropriate responses to staff assaults.

DEFINITIONS

See JRG, JJ Residential Glossary.

**RESPONSIBLE
STAFF**

Designated in the facility standard operating procedure.

PROCEDURE

Each facility is required to develop and implement standard operating procedures (SOPs) relative to staff assault. At a minimum, these SOPs must contain the following requirements:

Prevention***Programming***

Facility managers continually assess and improve youth programs to improve safety and security of youths, staff and the public.

Training

All staff working directly with youth will receive crisis intervention training.

Staff will be oriented as to employee rights under the "right-to-know" laws.

Physical Plant

The building structure, including locks, doors, lighting and other features, are kept in a state of good repair. New construction and remodeling plans consider new developments in structural aspects of institutional design.

Identification Cards

Employees are issued an identification card.

Social Security numbers are not placed on the identification card.

There are clear instructions for the use and display of the identification card.

Visitors

Visitors are properly screened and advised of appropriate policies and practices.

Resources***Coverage***

Process for obtaining backup resources when out-of-control behavior occurs.

Supervisors are present during crisis situations to witness the youth's behavior and the staff's response.

When work assignments and coverage appear contrary to staff safety and security, they are discussed at local labor-management meetings.

Process to ensure coverage when an assaulted staff is absent.

Communication

The facility/center director or designee ensures that:

- Staff is informed of a youth having a history of assaultive behavior.
- Appropriate precautions are taken to prevent assaultive behavior.

Staff communicate daily about youth behavior that affects the risk of assault.

Staff Injuries

Process for staff to obtain first aid and/or immediate medical attention for themselves or another injured employee including:

- Where to secure first aid services.

- Where to go for emergency medical/hospital services.
- Which manager and/or supervisor to contact.

Immediate assistance to injured staff and in de-escalating crisis situations is provided by available employees.

Provide transportation to injured staff requiring treatment at another location.

- Injured staff may drive themselves if they are not seriously injured and appear alert and able to drive.
- If staff drive themselves contrary to facility management advice, they are required to sign a release.
- If an injured staff is transported by ambulance, a supervisor may allow another available staff to accompany the injured staff.

Process to immediately notify a member of facility management if an assault requires medical attention beyond routine first aid. Managers are responsible to:

- Monitor the medical response to the situation and related follow-up.
- Oversee and coordinate follow-up responses to staff assaults including reporting and providing feedback to injured employees and coworkers.
- Provide information about applicable state employee assistance programs.

When an assault occurs, staff ensure no further injury is likely and brings the situation under control using crisis intervention methods as trained.

The facility/center director or designee ensures that the treatment team appropriately follows up on the incident and participates in the overall de-escalation.

The facility/center director or designee ensures all of the following:

- Investigation of the incident.
- Coordinated follow-up.
- Timely completion of reports.

Incident reports and other documentation are completed as required.

A written account of the situation is completed if possible within twenty-four (24) hours of the incident. Facility managers:

- Ensure the report is completed and includes information gathered and interviews of witnesses including the injured staff, if possible.
- Answer questions about non-confidential pertinent issues from coworkers and from the staff person injured.
- Provide non-confidential information to the injured staff member's family, if the staff member is unable to communicate directly.
- Provide the completed report to the injured staff, if requested. The report will have names and other identifying information related to youths removed in compliance with applicable laws and policies.

The injured staff person has the right to file a police report.

- Managers will not obstruct this employee right.
- An assaulted staff receives administrative leave for time needed for related judicial process meetings and court appearances.

Access to records of the incidents, with facility management review and approval in concert with confidentiality regulations, is provided to the injured staff person upon request.

AUTHORITY

Bullard-Plawecki Employee Right To Know Act, MCL 423.501 et seq.

Written agreement between DHS (then DSS) and AFSCME, October 1, 1992.